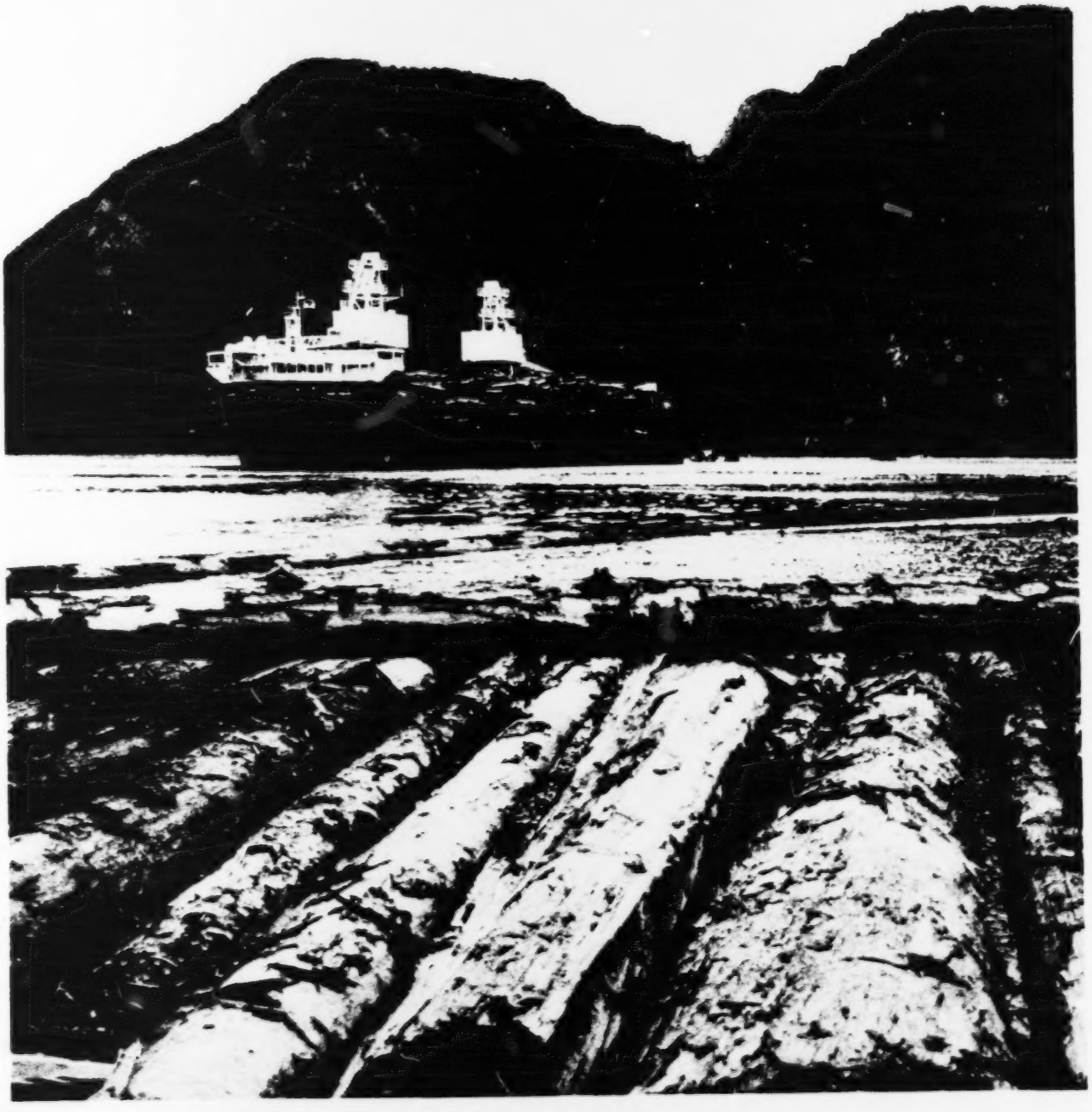
Province of British Columbia
Ministry of Lands, Parks and Housing

Honourable Anthony J. Brummet, Minister

Coastal Log Handling Application Guidelines



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GUIDELINES

for the Review and Processing of

COASTAL
LOG HANDLING APPLICATIONS

Prepared by:

Lands Division
Ministry of Lands, Parks and Housing

December, 1982

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A. INTRODUCTION

Guidelines for the review and processing of coastal log handling applications are outlined in the following sections of this document. Interim guidelines were originally prepared at the direction of the Ministry of Lands, Parks and Housing Executive Committee as means of clarifying the manner in which the Ministry will process coastal log handling applications. The Ministry was requested to undertake this project by the Steering Committee of the Council of Forest Industries (COFI) and Government study (July, 1981) on coastal foreshore and estuary log handling. The conclusions and recommendations from this study are in Appendix 1.0. This document represents a revision and finalization of the Interim Guidelines utilizing the 1981 study and an evaluation of the interim guidelines during their initial period of use.

The guidelines detail the activities and responsibilities for four general areas of the application process: Prospectus Development and Review, Approved Project, Minor Review, and Major Review.

For the purpose of these guidelines, "coastal log handling" refers to all forest industrial applications for log dumping, sorting, storage, booming, barging, conversion plants, and all activities associated with those practices which require Crown foreshore and/or lands covered by estuarine or marine waters and riverine freshwater upstream to the limit of tidal influences. It also includes Crown upland and shoreland applications when they are directly related to the above applications for land covered by water.

The guidelines have been developed to serve a necessary purpose at this point in time in making land use decisions for coastal log handling applications. However, a longer term objective of the Ministry of Lands, Parks and Housing is for Crown land allocation through planning. This will involve the consultation and co-operation of other government agencies, industry, and the public. Through a planning forum the ministry will be able to progress from single application ad hoc decision making to the full evaluation of land use options based on the entire land and water log handling and tansportation system. In this way, the capital and operational costs, and social and environmental concerns related to individual projects can be viewed relative to the entire system, resulting in a meaningful land use decision.

B. GOAL AND PRINCIPLES

GOAL: To provide guidelines for assessing coastal log handling applications in an efficient manner that ensures that Crown land is allocated and managed in a manner that optimizes the environmental, social and economic benefits to the residents of B. C. and recognizes the statutory responsibilities of other government agencies.

PRINCIPLES: The guidelines are designed to provide a logical sequence of events which leads to rational decision-making. An open consultative process which recognized procedural fairness is considered to be the best approach to satisfying the goal.

Development of these guidelines gives recognition to the forest industry's use of the coastal shorezone while also recognizing the necessity to avoid environmental impacts on coastal resources whenever possible. When environmental impacts cannot be avoided, the resource losses should be minimized through reasonable mitigation and/or compensation for significant losses.

The guidelines are to provide a screening mechanism so that projects with no serious impacts can be processed quickly and efficiently while those with potential serious impacts receive an appropriate level of review.

The application and review process is a regional responsibility with support and policy direction from headquarters as required. The Ministry of Lands, Parks and Housing Executive Committee will provide policy direction for projects requiring in-depth review.

The intent of the guidelines is to ensure that approved projects will result in a net benefit to the residents of British Columbia. The process is based on an evaluation to the degree appropriate, of:

- the environmental, social and economic benefits and costs; and
- alternatives to the project or its proposed site,

in order to identify what trade-offs are involved. The guidelines are designed to ensure that the best available information is provided to the decision makers in the process of allocating Crown coastal shorezone land to the project.

Public involvement is utilized in accordance with Ministry policy (Appendix 3.0). The involvement should be timely and in a meaningful manner.

C. FLOW OF ACTIVITIES AND GUIDELINES

The generalized flow chart (Section 1.0) depicts the basic sequence of events leading up to and including processing an application.

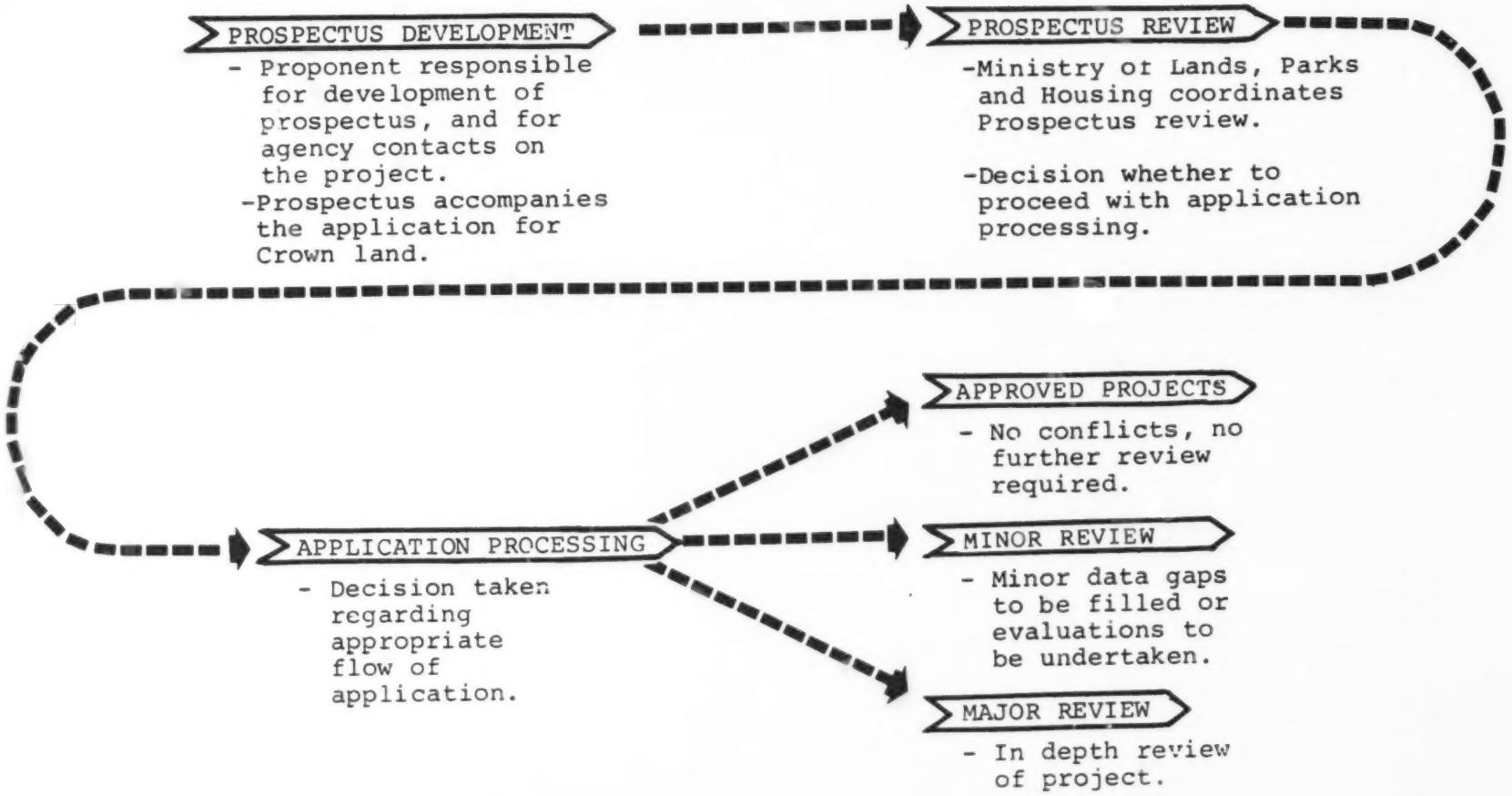
The Prospectus Development and Review Process (Section 2.0) is separated into two phases. The Ministry of Lands, Parks and Housing has minimal involvement in the Prospectus development phase; the bulk of the work is undertaken by the proponent. The Ministry is directly involved in the Prospectus review phase which leads to a decision whether to proceed with application processing and, if so, under which one of the three processes the application will proceed. This is intended to match the appropriate level of review to each project.

The Approved Project Process (Section 3.0) leads directly to final adjudication of a lease or licence of occupation with no further assessment for projects approved after the Prospectus review.

The Minor Review Process (Section 4.0) is designed to provide an intermediate level of review and to fill the minor data gaps identified through the Prospectus Review which are required to make a final decision on the project.

The Major Review Process (Section 5.0) provides a sophisticated staged review for projects identified through the Prospectus Review as possessing considerable complexity and potentially significant impacts.

GENERALIZED FLOW
LOG HANDLING APPLICATION
REVIEW PROCESS


PROSPECTUS DEVELOPMENT
- Proponent responsible for development of prospectus, and for agency contacts on the project.
-Prospectus accompanies the application for Crown land.
PROSPECTUS REVIEW
-Ministry of Lands, Parks and Housing coordinates Prospectus review.
-Decision whether to proceed with application processing.
APPLICATION PROCESSING
- Decision taken regarding appropriate flow of application.
APPROVED PROJECTS
- No conflicts, no further review required.
MINOR REVIEW
- Minor data gaps to be filled or evaluations to be undertaken.
MAJOR REVIEW
- In depth review of project.

2.0 PROSPECTUS DEVELOPMENT AND REVIEW

The activities and responsibilities in the development and review of a project Prospectus are described in Section 2.1. The Flow Chart in Section 2.2 gives a graphic representation of the sequence of events. The proponent is provided with two format options for the Prospectus. These options are: a report format (Section 2.3) or a checklist format (Section 2.4).

The Prospectus is intended to introduce the proposed project to the relevant government agencies, to justify the project from the proponent's point-of-view and to indicate why it is in the public interest. Public involvement may be included as appropriate and in accordance with ministry policy during the Prospectus Review phase.

The main function of the Prospectus is to provide a screening mechanism to separate the various proposals into the different process categories (Approved Projects, Minor Review or Major Review) so that applications receive only the necessary degree of review and assessment in the most efficient manner. The proponent will benefit from developing an effective Prospectus both in terms of time saving and direct costs.

General provisions include:

(a) The Prospectus will accompany the project application.

(b) Further processing of the application will occur only after the concerns of external government review agencies, local and regional governments and the interested public are considered.

(c) The Prospectus provides sufficient information to decide one of the following:

- Project proceeds under Approved Projects process; no significant impacts; no further review necessary; terms and conditions decided; Lease with legal survey required for projects requiring definite boundaries; Licence of Occupation for other projects
- Project proceeds under Minor Review Process; only minor or few data gaps to be filled
- Project proceeds under Major Review Process; significant data gaps or complex issues to be resolved

- Project disallowed; significant impacts; sufficient information to justify disallowance.

(d) In general, the Prospectus provides an overview of the impacts of the project upon the jurisidictional responsibilities of the various government agencies. The level of detail required will vary with the scale and nature of the project. For example, an application for a "log storage site in deep water away from estuaries or other sensitive environments" would by its nature not result in a very detailed Prospectus. The Prospectus review would identify these projects for the "Approved Projects Process". Projects involving more sensitive environments or complex issues would according to their nature be identified for the Minor Review Process or Major Review Process.

The Prospectus Development is a pre-application project planning exercise undertaken by the proponent. Agency and local government consultation is strongly recommended at this phase since it is to the proponent's advantage to develop a project application which will recognize the interests and requirements of the review agencies and local governments. In developing the Prospectus, the proponent should try to utilize certain types of log handling activities which are more environmentally acceptable and avoid less acceptable activities wherever possible. Examples of these activities include:

Recommended

- dryland sorting techniques, preferrably on inland sites
- bundle logs for dumping and storage
- controlled dumping techniques
- transportation of logs by bundle boom or barge
- deep water storage and handling
- wood debris control programs
- rehabilitation programs for disturbed sites

Avoid if Possible

- water sorting
- uncontrolled dumping
- flat rafts for storage and transportation
- intertidal grounding of log booms
- log handling in estuaries, mariculture areas and other environmentally sensitive areas
- dredging and filling
- use of mechanized equipment (e.g. skidders) on foreshore

SECTION 2.1
DESCRIPTION OF ACTIVITIES AND RESPONSIBILITIES
FOR
PROSPECTUS DEVELOPMENT AND REVIEW

STEP	RESPONSIBILITY	GUIDELINE
PROSPECTUS DEVELOPMENT		
1. Project identified to District Manager	Proponent	The proponent notifies the District Manager of the proposed project. This initial contact may be in writing, by telephone or in person. The District Manager advises the proponent: (a) if the project area is covered by a Ministry of Lands, Parks and Housing Crown Land Plan (b) of any other government plans for the project area of which the District Manager is aware (c) of government agencies which would be important contacts for the Prospectus development (d) of any other useful information (i.e. alternatives)
2. Government agency contact	Proponent	This step and the degree to which it is followed is at the discretion of the proponent and is dependent upon the magnitude of the project and the sensitivity of the proposed site. Early liaison with other government agencies concerning the proposed project is to the proponent's advantage and helps to establish what other permits or licences may be required to determine how the project interfaces with government planning programs and to obtain assistance in determining potential impacts. The following agencies should be considered standard contacts and some examples of their planning programs are listed. (a) B. C. Ministry of Environment - wildlife management plans - Strategic planning (b) Canada Department of Fisheries and Oceans; Canada Department of Environment

(c) Local Governments
- Official Regional Plans
- Community Plans
- Settlement Plans
- By-laws for above plans

Other agencies which may be useful contacts are:
(a) Ministry of Industry and Small Business Development when major capital costs and/or industrial development assistance is expected.
(b) Ministry of Municipal Affairs if new communities are anticipated or major impacts on existing communities are expected as a result of the proposed project.

3. Alternatives explored	Proponent	Any alternative sites or modes of operation identified by the proponent or through contact with government agencies should be considered by the proponent as part of his internal planning. The proponent should consider these alternatives in light of project needs, costs, other resources and the public interest.
4. Prospectus and Application Prepared	Proponent	The Prospectus is basically a statement of intent, potential impacts and justification for the project. It is detailed enough to provide a basis for initial decision-making at the end of the Prospectus review. It is not recommended that the proponent undertake studies at this preliminary stage which require considerable costs. The proponent has the option for two styles of Prospectus format: (a) Checklist - simplified style - suitable for most projects (b) Report - may be more suitable for those projects in which major impacts and/or socio-economic concerns are anticipated The proponent should contact the District Manager if he has any questions as to Prospectus format or content. The Prospectus is a formal part of the application. Information contained in the application form(s) need not be re-peated separately in the Prospectus Checklist or Report. The Crown land being applied for is staked by the proponent.

PROSPECTUS REVIEW

5. Prospectus and Application Submitted to District Manager. Application advertising commences.	District Manager	The District Manager checks the Prospectus to ensure that it is complete and that all required information is supplied. The proponent is contacted if any adjustments or additions are necessary. Recommended time 1-2 days. If Prospectus is incomplete, the application may be held in abeyance until the necessary information is received.
	Proponent	The proponent commences advertising in local newspapers and the B.C. Gazette immediately upon receiving instructions for advertising from the Land Commissioner (District Manager). Advertising at this early step is necessary in order to prevent application processing delays and to notify the public of the application so as to provide an avenue for meaningful public input into decision-making process.
	District Manager	The District Manager has the option, based on a) the thoroughness of the Prospectus b) his familiarity with the site c) other information he may have of undertaking a formal inspection of the proposed site. A preliminary status of the proposed site is undertaken at this time.
6. a) Project proposed for area not covered by a Crown Land Plan	District Manager	The Prospectus for projects proposed in areas not covered by a Ministry of Lands, Parks and Housing Crown Land Plan will be referred to those federal and provincial government agencies and regional/municipal governments which have a jurisdictionalinterest in the project. Proceed to step 7a.
b) Project proposed for an area covered by a Crown Land Plan	District Manager	The Prospectus for projects proposed in areas covered by a Ministry of Lands, Parks and Housing Crown Land Plan will be referred to other agencies or local governments for information purposes. Review comments are not necessary. Proceed to step 7b.
7. a) Prospectus and Application referral and review	District Manager	The B. C. Ministry of Environment, Canada Department of Fisheries and Oceans, Canada Department of Environment and local and regional governments should be considered standard

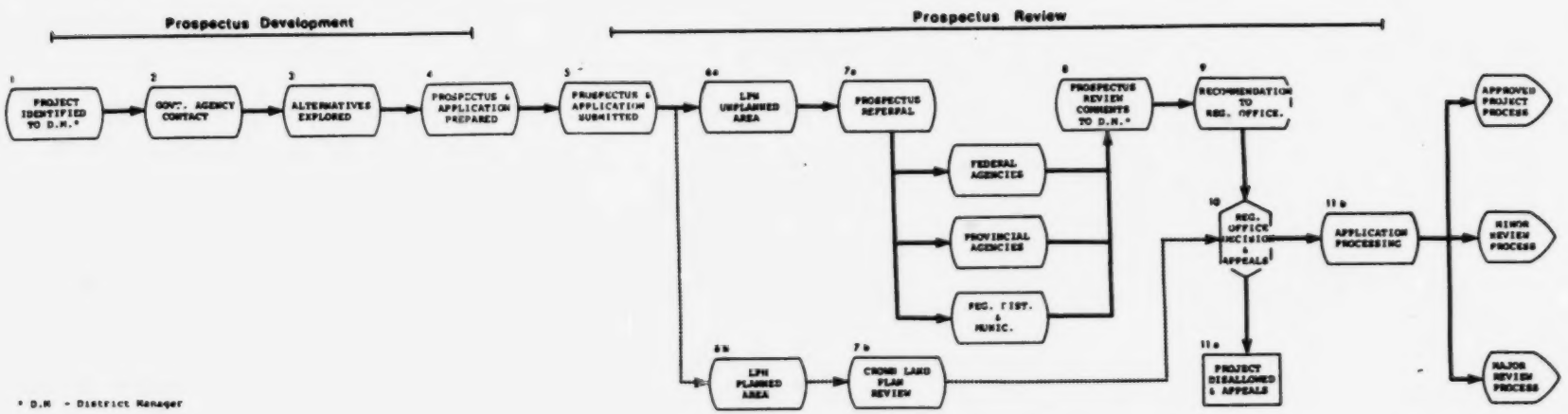
		referral contacts. Other agencies such as the Ministry of Industry and Small Business Development, Ministry of Forests and Canada Department of Transport should be included in the referral as warranted. The District Manager, at his discretion, may call for a meeting of the referral agencies and the proponent during the review period for the purpose of clarifying any questions concerning the proposed project. Public involvement may be included. Recommended review time is 30 calendar days from the date of receiving the referral.
b) Crown Land Plan Review	District Manager and Regional Staff	The Prospectus is reviewed to determine if the proposal is consistent with the Crown Land Plan or if the proposal can be modified to comply with the plan. Consultation with other agencies or the proponent may be necessary in order to clarify any aspects of the Prospectus relative to the Crown land plan. The District Manager prepares a report and recommendations to the Regional Office which includes the following options: (a) Approved Project Process; suggested form of tenure and terms and conditions. (b) Minor Review Process; summarize data gaps (c) Disallowance; proposal does not comply with the Crown Land Plan. Any proposal within a Crown land plan area which is so inconsistent with the Plan that it would likely require the Major Review Process should be considered as not complying with the Crown land plan. Recommended review time is 7 - 15 calendar days.
8. Prospectus review comments submitted to the District Manager	Review agencies	The comments should be preferrably be signed by a manager within the agency. However, it is understood that agencies may delegate this signing authority to a qualified staff member. If there is a delegation of signing authority, the appropriate Lands and Housing Regional Director is to be informed in writing as to the name and position of the delegate. The comments should relate directly to the jurisdictional authority of the agency and its policy and program interests.

		The agencies should state whether they are prepared to give further consideration to the project. If so, they should describe the nature of any concerns, recommendations for necessary studies to be undertaken by the proponent or state if they have no concerns relative to the project. Terms and conditions for tenure documents may be suggested if appropriate at this stage. If the agencies are not prepared to give further consideration to the project, they should provide justification for their position with clearly stated reasons. If agency policy is used as justification, a full statement of the policy with supporting factual information relevant to the proposal, and on whose authority the policy is approved must be provided.
9. Recommendation to Regional Office	District Manager	Any conflicts arising from the Prospectus review are resolved, if possible, by the District Manager. Review agencies and local governments are notified and reasons given if there is any disagreement with their review comments. Appeals over any disagreements will be handled by the appropriate senior officials. The District Manager prepares a recommendation on the project for one of the following: (a) Approved project Process; whether a licence of occupation or a lease should be issued; terms and conditions for granting tenure. (b) Minor Review Process; data gaps identified. (c) Major Review process; describe the major issues to be assessed. (d) Disallowance: describe and support reasons for rejection Any unresolved conflicts are noted. Recommended time period is 15 calendar days.
10. Decision is made whether the proposal proceeds to the application phase, or if the project is disallowed. Appeals are considered.	Regional Office	The Regional Office attempts to resolve any remaining conflicts if they cannot be resolved at the District level. Inter-agency appeals would be handled directly by senior officials or through the Regional Resource Management

		Committees or the Environment and Land Use Technical Committee. All appeals are resolved before proceeding to the next step.
11. a) Project disallowed Appeals by the applicant are considered	Regional Office	Official letter of disallowance with justification is sent to the proponent. A formal Appeal Committee has been established by the Ministry of Lands, Parks and Housing which deals with appeals from proponents on matters of adjudication. Appeals by the proponent of a decision for disallowance of an application will be made to the Regional Director. If he can not resolve the matter it will be referred to the Ministry's Appeal Committee for resolution. Information on the specific Appeal Committee procedures, forms and timing is available from the Regional office.
b) Application Proceeds	District or Regional Office	The application for Crown land proceeds under the specific guidelines for one of the following: (a) Approved Project Process (b) Minor Review Process (c) Major Review Process

Section 2.2

Activity Chart for Prospectus Development and Review



2.3 Prospectus - Report Format

If the proponent decides to develop the Prospectus in a report format the review process will be expedited if the required information is presented in a standard style. The following style is suggested.

(a) Description of the project

This section includes:

- purpose, importance to logistics and economics of company operations
- description and map of Crown land, including foreshore and water areas required. Contact the District Manager on scale of map
- a description of existing legal status of the project area
- indication of land designation or zoning as outlined in official government plans
- description and development plan of all facilities required
- construction methods and timing
- life-span of the project
- capital costs of project and operating costs

(b) Alternatives

This section includes a brief description of the alternatives to the proposed site and modes of operation that were considered; an indication of the social, environmental and economic reasons for choosing the preferred site, and the preferred operating technique.

(c) Social, Economic and Environmental Impacts

i) Social and economic

This provides a brief indication of the community impacts including:

- net employment change
- community service and housing requirements
- benefits to the provincial and regional economies

Information sources should be identified.

ii) Environmental

This section provides a physical description of the site including:

- general terrestrial and aquatic ecosystem type(s)
- description of landforms, drainage patterns, substrate or soils, vegetation and climate

It also includes a description of the possible impacts on:

- wildlife, fisheries, benthic invertebrates and shellfish
- water and air quality
- adjacent land uses
- terrestrial, wetland and aquatic vegetation
- heritage resources
- recreation and landscape aesthetics
- migratory and resident birds

The source for information contained within this section should be identified.

(d) Planned Studies

This section describes any further assessments which the proponent feels are necessary for the project.

This section also includes an indication of the measures proposed to mitigate or compensate for known significant impacts. The potential for rehabilitation of the site following the project life-span will be discussed.

2.4 Prospectus Checklist Format

The following checklist is designed to provide the information necessary for initial screening of all types of coastal log handling applications. Consequently, some items will not apply to all proposals and the proponent should only answer those items which apply to his project. However, the proponent should ensure that all information concerning the project is provided. An incomplete Prospectus will result in processing delays. Many of the questions can be answered by marking (x) in the appropriate space. Some questions require brief written answers. Additional information or clarification which the proponent may wish to provide may be attached on separate sheets.

Please note that this checklist has been typeset for inclusion in the series of Ministry forms. The Prospectus forms are available from Regional and District offices of the Ministry.

Several additional information items will be included on new Prospectus forms when they are printed. As a cost saving measure, the new forms will not be printed and distributed until the supply of existing forms is exhausted. Until the new forms are available it is requested that applicants include the following additional information on the present Prospectus forms.

1. Page 1, Required Information
   Item C - Include the approximate high and low water marks on the proposed development plan or detail sketch.

2. Page 3, Environmental
   Item 4 - Indicate on the form which resource agencies were contacted for information prior to application.
   - Under influences, negative should be interpreted as adverse, rather than as zero.
   - Fur bearers should be included under wildlife resources.
   - Influence on Recreation Resources should be included.

3. Page 3, Additional Information
   - Indicate in the space provided, any land rehabilitation programs being considered for the site being applied for.

Province of British Columbia

Ministry of Lands Parks and Housing

PROSPECTUS

Coastal Log Handling and Storage

APPLICANT NAME AND ADDRESS ▶		Ministry File No NTS Map No
APPLICANT CONTACT NAME AND TITLE ▶		Phone
Development Location	Name of proposed development (if applicable)	Is project ☐ new application ☐ renewal application

PROJECT JUSTIFICATION ▶
(Attach separate sheets if necessary.)

1. Summarize the economic and operational reasons why this project is important to the company.
2. Describe briefly alternative sites and or methods of operation which were considered for this project. Summarize the reasons for selecting the proposed project over the alternatives considered.

PROJECT LOCATION ▶
Provide information relevant to the project. Check ☒ the categories included.

REQUIRED INFORMATION

A. Project area map (scale 1:20,000 or 1:50,000)
- ☐ Proposed site
- ☐ Alternate sites considered
- ☐ Other facilities related to the project: Describe briefly
- ☐ Existing and proposed roads
- ☐ Construction borrow sources
- ☐ Waste and dredgate disposal areas

B. Proposed site map (state the scale)
- ☐ Boundaries of proposed site
- ☐ Other relevant information: Describe briefly
- ☐ Total project site area in hectares

C. Proposed development plan or detailed sketch (state the scale)
- ☐ Indicate boundaries
- ☐ Construction works or improvements
- ☐ Other information related to the project: Describe briefly
- ☐ Area to be dredged
- ☐ Area to be filled
- ☐ New and existing upland facilities neighbouring the proposed site
- ☐ Existing works, improvements or fill on the proposed site. Claimed by applicant ☐ Yes ☐ No

OPTIONAL INFORMATION
- ☐ Marine chart
- ☐ Air photo (include scale, date, number)
- ☐ Oblique photo (include date)

PROJECT DESCRIPTION ▶

A. TYPE OF DEVELOPMENT (Check ☒ all applicable categories)

1. Log sorting ☐ Dry land sort (fill) ☐ Dry land sort (upland) ☐ Water sort
2. Log dumping ☐ Logs bundled (dry land) State method of dumping ☐ Logs bundled (in water) ☐ Loose logs
3. Barging ☐ Log barge loading ☐ Log barge unloading ☐ Other barge loading ☐ Other barge unloading: State type of other barge
4. Log booming (indicate percentages) ☐ Flat rafts % ☐ Bundle booms %
5. Log boom storage ☐ Continuous basis ☐ Intermittent basis ☐ Emergency only ☐ Flat rafts % ☐ Bundle booms %
6. Conversion plants ☐ Sawmill ☐ Pulpmill ☐ Shakemill ☐ Other (specify)

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PROJECT DESCRIPTION ▶
(Continued)

B. LOG FLOW

1. State the origin of the logs to be handled at the proposed site. Give type of tenure (i.e., TFL) location and name or number
2. List type and percentage of log species to be handled
3. Anticipated log volume to be handled (give ranges expected) Daily ..... m^3 Annually ..... m^3
4. Average turn-over period for the logs

C. DEVELOPMENT

1. Duration of construction period
2. Anticipated date to begin construction
3. Area required in hectares
   Upland ..... ha
   Foreshore land ..... ha
   Subtidal land ..... ha
4. Method and timing of dredging and or filling
5. Life span of proposed project in years .....
6. Volume to be dredged ..... m^3
7. Volume to be filled ..... m^3

PROJECT IMPLICATIONS ▶

A. SOCIAL AND ECONOMIC

1. Estimated capital cost of project $
2. Estimated annual operating cost $
3. Indicate if proposed project will result in any of the following:

- ☐ New or increased energy supplies or other services (i.e., water)
- ☐ Increase in regional population
- ☐ Decrease in regional population
- ☐ New townsite
- ☐ Rural residential development
- ☐ Government expenditure or cost sharing
- ☐ Company residents campsite
- ☐ Construction campsite

4. Indicate the following as applicable

Upland ownership ☐ Crown ☐ Company ☐ Other private ownership

Project relationship to official government plans or local zoning for the proposed site

- ☐ Compatible
- ☐ Not compatible: Explain

B. ENVIRONMENTAL

1. Indicate if project will result in any discharges or accumulations of

☐ Effluents ☐ Pollutants ☐ Debris

to

☐ Land ☐ Air ☐ Freshwater ☐ Saltwater

N.B.—Attach any information available describing nature of discharges or accumulations

2. Indicate if the project will likely result in any hazard or danger to public safety ☐ No ☐ Yes (explain)

PROJECT IMPLICATIONS ▶
(Continued)

B. ENVIRONMENTAL (Continued)

3. Environmental Information: Check the categories known for the proposed area. Mark "S" for those suspected.

Type of coastal area ☐ Open marine shoreline ☐ Marine bay or inlet
☐ Estuary ☐ Fresh water portion of river up to limits of tidal influence

Type of substrate (if more than one type present estimate percentage of each type):

BEDROCK	☐ Intertidal	☐ Subtidal	SAND	☐ Intertidal	☐ Subtidal
BOULDER	☐ Intertidal	☐ Subtidal	SANDY MUD	☐ Intertidal	☐ Subtidal
COBBLES	☐ Intertidal	☐ Subtidal	MUD	☐ Intertidal	☐ Subtidal
GRAVEL	☐ Intertidal	☐ Subtidal			

Type of vegetation ☐ Marsh ☐ Eelgrass ☐ Kelp bed ☐ Other algae

4. Resource Agencies: Indicate if the company or resource agencies contacted feel that the proposal could influence the following resources or their habitat.

	Type of Influence			
	Positive	Negative	Neutral	Unknown
Wildlife:				
Ungulates (i.e., deer)	☐	☐	☐	☐
Migratory birds	☐	☐	☐	☐
Resident birds	☐	☐	☐	☐
Marine mammals	☐	☐	☐	☐
Fish:				
Salmon	☐	☐	☐	☐
Steelhead or trout	☐	☐	☐	☐
Char	☐	☐	☐	☐
Other species	☐	☐	☐	☐
Marine Animals				
Shellfish	☐	☐	☐	☐
Crustaceans	☐	☐	☐	☐
Benthic invertebrates	☐	☐	☐	☐
Heritage Sites	☐	☐	☐	☐

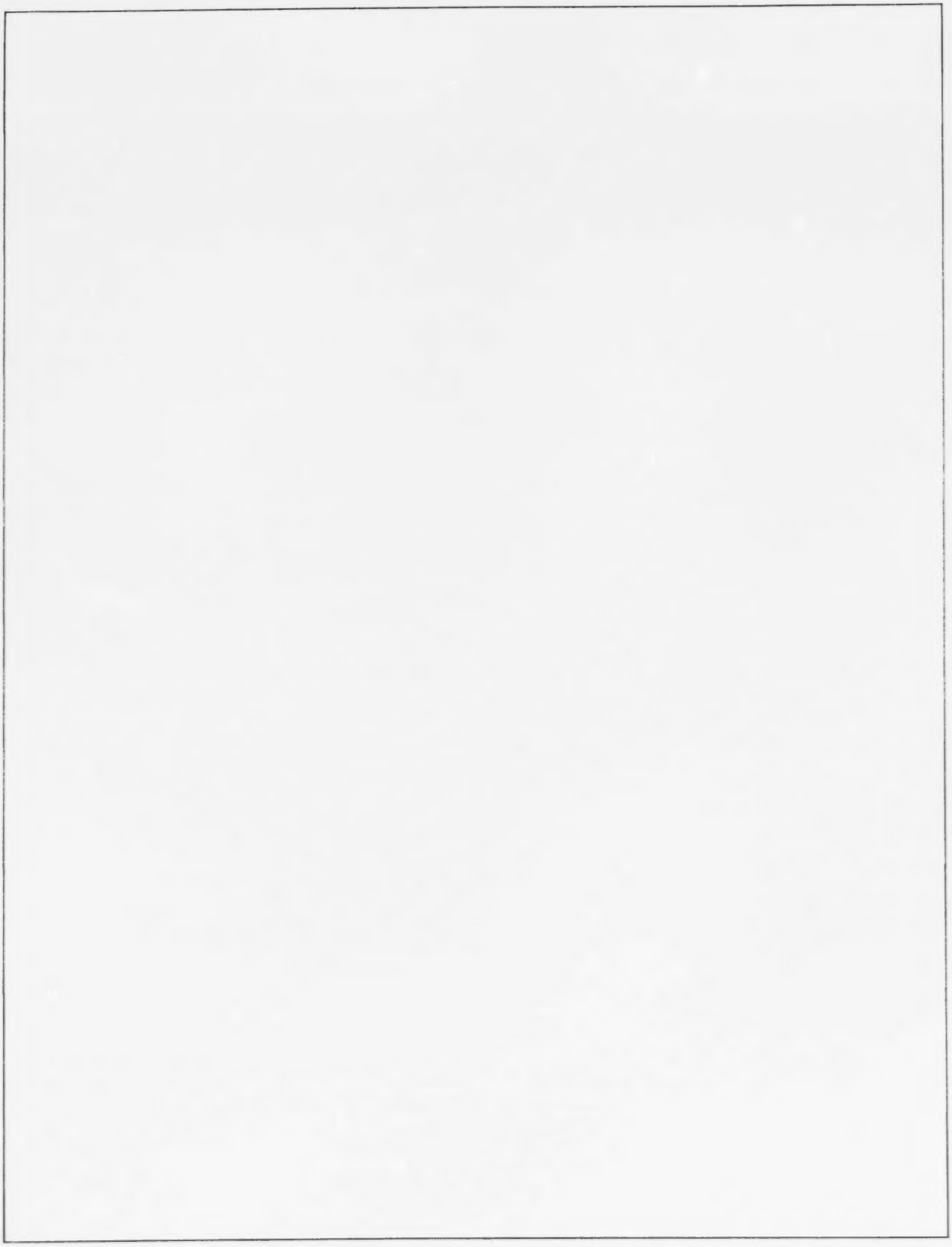
Indicate the approximate slope of the area being applied for (per cent and direction)

ADDITIONAL INFORMATION ▶
(Use reverse or attach separate sheets if necessary.)

1. Briefly describe any further project planning and assessment studies which the company feels are required.
2. Provide any information which the company feels is necessary to clarify or expand upon the questions answered.

AUTHORIZATION

DATE _____ SIGNATURE _____ TITLE _____



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3.0 APPROVED PROJECT PROCESS

PURPOSE: The purpose is to outline the final adjudication process for applications which have been approved.

CRITERIA: The Approved Project Process will be applied to all applications approved following, as appropriate, the Prospectus Review, Minor Project Review or the Major Project Review.

PROCESS: The process which is based on official Ministry policy is described in Section 3.1 and outlined in the flow chart in Section 3.2.

FOCUS: The focus will be on acceptance by the proponent of terms and conditions for tenure, and on the finalization of legal documentation.

RESPONSIBILITY: The proponent will be responsible for fulfilling any final requirements for tenure. The Ministry of Lands, Parks and Housing will be responsible for preparing tenure documents and establishing rental values.

DECISION: Final project approval is given when the proponent provides written acceptance of the terms and conditions for tenure and fulfills all final requirements for tenure.

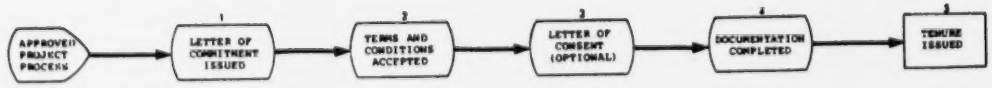
SECTION 3.1
DESCRIPTION OF ACTIVITIES AND RESPONSIBILITIES
FOR PROCESSING
AN APPROVED PROJECT APPLICATION

STEP	RESPONSIBILITY	
1. Letter of Commitment Issued	Regional Office	When a decision has been made to proceed with tenure the Regional Office identifies any remaining application requirements to be met by the proponent in the Letter of Commitment. The Letter of Commitment contains a sample copy of the tenure document including its terms and conditions, and identifies any further conditions which must be met (e.g. legal survey, upland owner's consent) prior to the issuance of the tenure. Only those terms and conditions which have been legally approved by the Ministry under the Land Act or Ministry of Lands, Parks and Housing Act can be listed in the tenure document. Other management terms and conditions which were identified in the Prospectus Review Phase may become part of the approved development plan upon which tenure is issued. A Licence of Occupation will be issued in the case of most minor project applications. A legal survey is not required. The Crown land lot will be marked by the proponent. A metes and bounds description of the lot signed by an engineering technician, Registered Professional Forester or Engineer or another company official with signing authority is required. A lease will be issued and a legal survey required in those cases where definite boundaries are necessary in order to avoid or resolve conflicts. Examples include dredging, filling or applications in developed areas where there are other established tenures.

2. Terms and conditions accepted. Outstanding information supplied.	Proponent	Documentation and clearances handled in a normal manner. The proponent states that the terms and conditions for tenure are accepted and supplies any further required information. Final status completed if necessary by Regional Office.
3. District Manager may issue Letter of Consent (optional)	District Manager	Letter of Consent (Land Act, Section 10) to proponent to temporarily use the foreshore applied for prior to finalization of document, subject to the agreed terms and conditions may be issued at the discretion of the District Manager. It is recommended that a letter of consent be reserved for those applications where there were few or no environmental concerns and/or where there may be a significant time lapse between this step and the final adjudication in Step #5. There may also be instances where the application to use the foreshore is for such a small scale operation and/or limited time duration that Section 10 may be appropriate without the issuance of further tenure. For example, an upland owner may wish to clear a waterfront residential lot which has no road access. The application/prospectus may request temporary permission to water the logs at the clearing site prior to transport to a conversion plant. The prospectus review should ensure that the logs are handled at the appropriate location and in the best manner for all concerned parties. Note: Final legal authority occurs in Step 5 (Land Act. Section 7(2).) The project may then be initiated in accordance with agreed terms and conditions.
4. Documentation completed	Regional Office	
5. Tenure Issued	Regional Office	License of Occupation or Lease. Includes accepted Terms and Conditions.

Section 3.2

Activity Chart for Approved Project Process



4.0 MINOR REVIEW PROCESS

PURPOSE: The purpose is to provide an intermediate level of project review in order to provide the basis for a rational decision whether to authorize the use of Crown land.

CRITERIA: A Minor Review will occur on all applications which do not qualify for the Approved Project Process after the Prospectus Review and are not of a magnitude to warrant the Major Review Process.

PROCESS: The review process described in Section 4.1 and outlined in the accompanying flow chart (Section 4.2).

REVIEW FOCUS: The focus will be on the information gaps, including alternatives, identified at the Prospectus review or in the Crown Land Plan review. Studies with specific terms of reference may be required; compensation, mitigation and management strategies are developed in consultation with the concerned agencies; public involvement may be included.

RESPONSIBILITY: The proponent will be responsible for carrying out any required studies. The Ministry of Lands, Parks and Housing will be responsible for coordination.

REVIEW CONTENT: To be determined through consultation between the proponent and concerned agencies; the content will outline the data base required to make a rational decision.

DECISION: One of the following decisions will be reached at the end of the review process:

(a) Approval

- type of tenure
- terms and conditions

(b) Disallowance

- justification is given

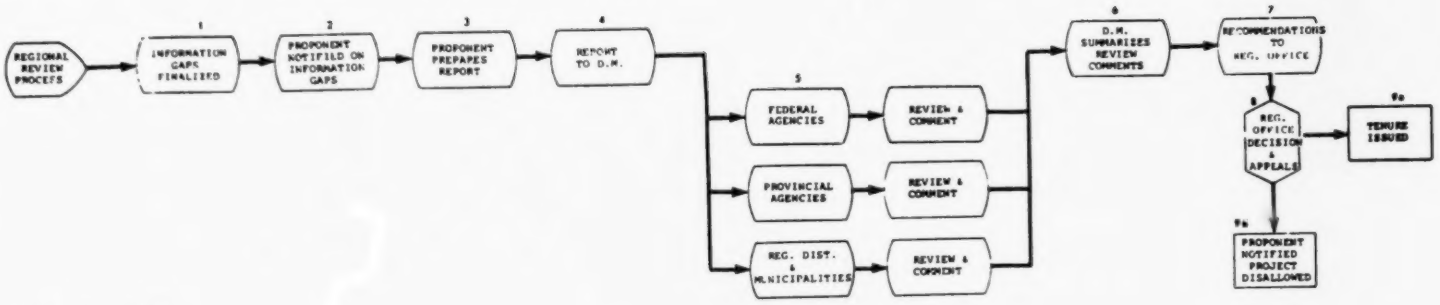
SECTION 4.1
DESCRIPTION OF ACTIVITIES AND RESPONSIBILITIES
OF THE MINOR REVIEW PROCESS FOR COASTAL
LOG-HANDLING APPLICATIONS

STEP	RESPONSIBILITY	GUIDELINE
1. Information gaps are finalized.	District Manager	These gaps are identified through the Prospectus Review Process or Crown Land Plan Review process.
2. Proponent is notified as to what additional information is required.	District Manager	Written notification should be provided with copies to concerned review agencies. Study terms of reference may be issued, or the proponent may be directed to contact specific review agencies for terms of reference. The proponent will be consulted in the development of any terms of reference.
3. Report is prepared which fills the information gaps.	Proponent	Communication should be maintained with the review agencies while the report is being prepared to ensure that all gaps are filled.
4. Report submitted to District Manager	Proponent	The District Manager will advise on the number of copies required
5. Report referred to review agencies for comment	District Manager	Thirty days is considered a normal review period but it may be adjusted if warranted by the District Manager.
6. Report reviewed and comments submitted to District Manager	Review agencies	The comments should be signed by a designate with signing authority within the agency and relate directly to all the jurisdictional authority and associate policy and programs within the agency. The agencies should state what the impacts will be upon the resources under their jurisdiction; whether they recommend approval of the lease and if so, under what terms and conditions. Justification of recommendations, with supporting data or other pertinent information, for non-approval is required.

7. Recommendation to Regional Office	District Manager	Any conflicts arising from the Minor Review Report are resolved, if possible, by the District Manager. Review agencies and local governments are notified and reasons given if there is a disagreement with their review comments. Appeals over any disagreements will be handled by the appropriate officials. The District Manager prepares a recommendation on the project for either: a) License of Occupation or Lease with terms and conditions b) Disallowance with justification given. Any unresolved conflicts are identified.
8. Decision is made whether to approve the tenure subject to terms and conditions or to disallow the application.	Regional Office	The Regional Office attempts to resolve any remaining conflicts, or if unsuccessful, conveys them to a higher level for resolution. This would be by agency senior officials, Regional Resource Management Committees or the Environment and Land Use Technical Committee. All appeals must be resolved before a final decision to issue the tenure or to disallow the application is made.
9. a) Tenure issued	Regional Office	Lease or License of Occupation as warranted. Includes accepted Terms and Conditions. Procedure is the same as in the Approved Projects Process.
b) Disallowance	Regional Office	Official letter includes justification. Proponent may appeal the decision. Information on specific appeal procedures are available from the Regional Office.

Section 4.2

Activity Chart for Minor Review Process



*D.M. - District Manager

5.0 MAJOR REVIEW PROCESS

A. General

PURPOSE: The Major Review Process for a proposed log handling facility is to:

1) Provide opportunities for senior policy involvement at key decision points.

2) Provide a mechanism for the development of the information base required to ensure that the allocation of foreshore is in the public interest and that appropriate management strategies are incorporated in the terms of tenure.

3) Provide a factual basis for supporting any resource trade-off decisions which may be necessary. It is recognized that the "state-of-the-art" for determining resource trade-offs is not well advanced and that in many cases the final decisions are mainly subjective. In some cases, these decisions will be made at the senior executive level within ministries or at the Cabinet Committee level if necessary. It is hoped that through the structure of the Major Review Process and with the cooperation of the interested parties, the "state-of-the-art" may be improved.

4) Provide an avenue for public involvement in major development decision-making. Ministry public involvement policy will be utilized.

Reference is made in Appendix 2.0 to provincial government guidelines for cost-benefit analysis and compensation/ mitigation which should be consulted during major studies.

CRITERIA: Examples of criteria for the designation of a project in the Major Review Process include:

1) A major capital expenditure will occur on the proposed foreshore area, i.e. in excess of $5 million;

2) The proponent demonstrates that the project is an essential and critical link in company operations;

3) The proposed project is in an area of known or potentially high environmental sensitivity, or there is high competition for alternative foreshore uses;

4) The project has received political attention or has a high public profile at the regional level.

While any of the above may be sufficient reason for designation, it should be noted that the most important criterion for a major review is the environmental impact.

PROCESS: The process for a major review is outlined in the accompanying flow chart (Section 5.2) and is described in Section 5.1.

B. Stage I

GOALS: The goals of a Stage I review are:

1) To undertake whatever studies are required to fill the data gaps, identified during the Prospectus review, that are critical to the decision-making process.

2) To assess alternative locations and modes of operation to objectively determine the relative environmental impacts and the social and economic benefits and costs, in

comparison with the location or mode of operation proposed by the proponent.

3) To identify whether there is a preferred option that can proceed directly to tenure or to Stage II.

4) To consider public input on project.

REVIEW FOCUS: In general, the studies will be based on the decisions taken at the end of the Prospectus review.

The focus will be on: alternative locations and modes of operation for the project; the relative levels of impacts implicit in these alternatives; and the resource trade-offs involved in each alternative.

CONTENT: The general headings that may be utilized in a Stage I study are listed below. It must be emphasized that the terms of reference for the Stage I review are to be defined on the basis of the specific information required to make rational decisions.

1) Project Characteristics - a detailed summary of the information contained in the prospectus. Alternatives to be considered where possible.

2) Impact on operations - the relationship of the project to the proponents operations, including the logistics of wood flow, mill supply, and economics factors.

3) Environmental Impact - A review of:

- biophysical setting
- land and foreshore uses and capabilities
- aquatic systems
- wildlife
- recreation and esthetics

4) Socio-Economic Impact

- employment
- benefits and costs to the region, province
- physical infrastructure and social service benefits and costs

5) Permit Requirements

- list of required permits
- conditions required by permitting agencies

DECISIONS

Decisions to be taken on the basis of these studies can include:

1) Disallowance of the project with justification

2) Approval-in-principle with authorization to proceed to the assessment of a preferred option in the Stage II studies

3) Approval of the project, proceed directly to documentation of the tenure (tenure conditions to be specified on the basis of Stage I studies).

C. Stage II

GOALS:

1) To undertake whatever remaining studies are required to determine if the preferred option can be granted final approval.

2) To determine the requirements for other management strategies and compensation or cost recovery under the Land Act or other appropriate statutes. Specific conditions to be incorporated into the tenure document if the project is given final approval, will be developed at this stage.

3) To consider public input in the final studies.

STUDY FOCUS: The major impacts and resource trade-offs have been determined in Stage I. Stage II will focus on specific problem areas to determine appropriate mitigative measures or long-term management strategies. The objective is to develop a specific set of conditions for the design, development and operation of the facility that will be incorporated in the tenure documents.

CONTENT: Stage II studies will be determined on the basis of the Stage I work.

DECISION: The following decisions can be taken at the completion of this stage:

1) Disallowance of the project. This option is unlikely at this stage but possible, (i.e. it could occur if approval-in-principle had been given based on specific impacts being mitigated or compensated but detailed studies showed costs that exceeded benefits).

2) Approval to proceed with tenure documentation that incorporates appropriate terms and conditions.

SECTION 5.1
DESCRIPTION OF ACTIVITIES AND RESPONSIBILITIES
OF THE MAJOR REVIEW PROCESS

STEP	RESPONSIBILITY	GUIDELINE
1. Recommendation made to Executive Committee on type of major review required.	Regional Office	Recommendation is prepared using standard Ministry of Lands, Parks and Housing Executive Committee submission format.
2. Decision is made on type of major review.	Executive Committee	If the decision is to request the review under the direction of the E.L.U.T.C. then proceed to Step #3. If the decision is for the Ministry of Lands, Parks and HousingMajor Review process, then proceed to Step #10.
3. Regional Office notified to prepare draft submission to E.L.U.T.C. for project review	Executive Committee	
4. Draft submission prepared and submitted to Executive Committee.	Regional Director	Prepared in accordance with appropriate format.
5. Submission approved and forwarded to E.L.U.T.C.	Executive Committee	
6. Decision made whether to accept responsibility for project review.	E.L.U.T.C.	If decision is to accept the project review then proceed to Step #7. If decision is not to accept the project review, then proceed to Step #8.
7. Project is accepted for review	E.L.U.T.C.	All aspects of the project are now under the direction of the E.L.U.T.C. Review may be undertaken through the Environment Management Act. Ministry of Lands, Parks and Housing no longer has direct responsibility for the project review. No further review under these guidelines.

8. Project is not accepted for review	E.L.U.T.C.	
9. Submission returned to Executive Committee.	E.L.U.T.C.	
10. Regional Director is notified to proceed under Ministry of Lands, Parks and Housing Major Review process as per these guidelines	Executive Committee	Policy direction is given.
11. Decision is made whether to proceed under Stage I or go directly to Stage II.	Regional Office	A. Stage I is a detailed assessment of alternative sites and/or modes of operation which leads to a decision for a) Stage II assessment of a preferred option, b) approval of the tenure, or c) disallowance. Proceed to Step #12. B. Stage II involves approval-in-principle of the preferred option subject to terms and conditions identified in the Prospectus Review or the Stage I assessment. The Stage II examines the preferred option on a site-specific design basis and leads to a final decision for tenure approval or disallowance if the terms and conditions cannot be met. Proceed to Step #24. Note: The Regional Office will notify the Regional Resource Management Committee of the review process at this stage.
12. Formation of a Stage I Major Project Review Committee (MPRC)	District Manager	The MPRC is composed of those agencies which have a jurisdictional interest in the project. The MPRC should be chaired by the District Manager. The chairman should give consideration to inviting the proponent and the public to selected meetings of the MPRC. This may help to expedite steps #13-15.

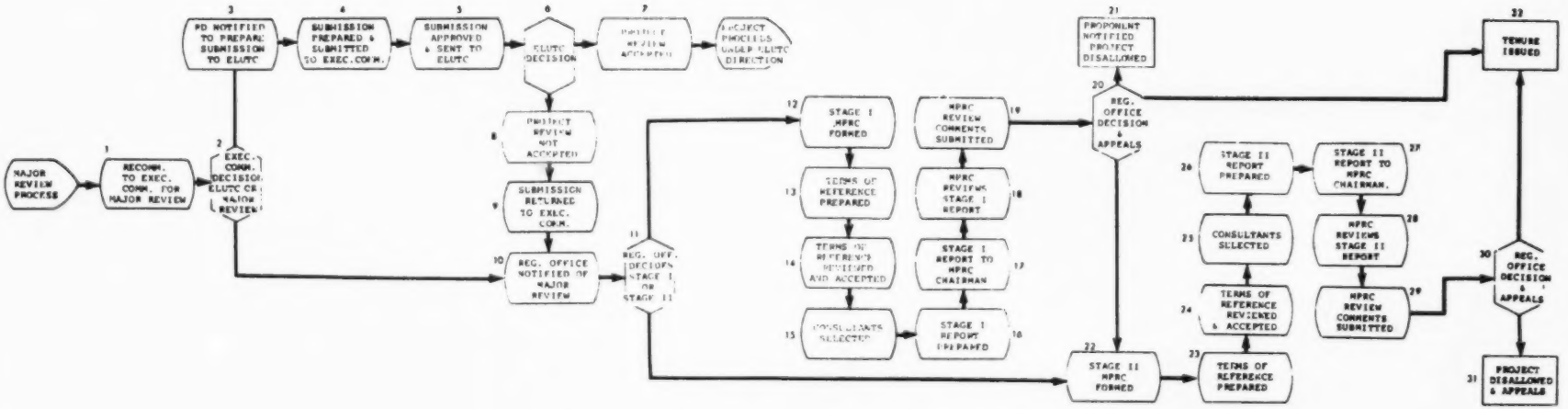
		The role of the MPRC is to a) to prepare terms of reference for the assessment in consultation with the proponent. b) provide guidance to the proponent throughout the course of the assessment. c) to monitor the assessment study in order to assure adherence to the terms of reference and to maintain quality control on the assessment. d) to review the reports submitted by the proponent relative to biophysical and socio-economic aspects. e) to formulate terms and conditions for allowance, recommendations for Stage II assessment, or justification for disallowance. f) to consider public input on the project in accordance with Ministry policy
13. Stage I terms of reference prepared and submitted to the proponent	MPRC	The terms of reference are developed, in consultation with the proponent, for the alternative sites and for the specific issues which were identified in the Prospectus Review. The terms of reference are of sufficient detail to provide an objective overview assessment of the alternative sites, modes of operation and other specific issues. Headquarters assistance is provided if required. The Regional Office will keep headquarters advised as to the project status.
14. Terms of reference reviewed and returned to MPRC Chairman with comments.	Proponent	The comments should state whether a) the terms of reference are accepted or b) suggestions for changes in the terms of reference. Any disagreements are resolved at the regional level if possible, or referred to the executive level if necessary for final resolution. This step is completed when the final terms of reference are accepted.
15. Selection of Consultants	Proponent	The proponent may request the advice of the MPRC. It is noted that the proponent may have previously contracted consultants for the project. The proponent may undertake the assessment himself if he has the in-house capability to satisfy the terms of reference.

16. The assessment is undertaken and the Stage I report finalized	Proponent	The proponent/consultant should maintain close contact with the MPRC as the assessment progresses. The proponent may request the MPRC to review draft reports prior to formal submission of the Stage I document.
17. Stage I report submitted to MPRC Chairman	Proponent	The MPRC Chairman will advise the proponent as to the number of copies required.
18. Stage I report reviewed.	MPRC	Allow a minimum of 30 days for review. The review period may be adjusted if necessary by the MPRC Chairman.
19. Stage I review comments are prepared and submitted to the Regional Office	MPRC Chairman	The co-ordinated comments should include a recommendation for either a) tenure allowance subject to terms and conditions, b) Stage II assessment, c) disallowance, with justification
20. Decision is made to approve the tenure subject to terms and conditions, procced to Stage II or disallow the project.	Regional Office	Review agencies are notified of the decision. All appeals are handled at the regional level if possible. Otherwise, through senior officials, the Regional Resource Management Committee or the E.L.U.T.C. All appeals must be resolved before proceeding to: a) disallowance, Step #21 b) Stage II, Step #22 c) approval, Step #32
21. Project disallowed.	Regional Office	Justification is given, proponent may appeal, contact Regional Office for procedures.
22. Formation of a Stage II Major Project Review Committee (MPRC).	District Manager	The Stage II MPRC is composed of those agencies who still have a remaining jurisdictional interest in the project as a result of the Prospectus Review or the Stage I assessment. The MPRC is chaired by the District Manager. The chairman should give consideration to inviting the proponent to selected meetings of the MPRC. This may help to expedite steps #25-27. The role of the Stage II MPRC is essentially the same as in Stage I (see step #12).

23. Stage II terms of reference to proponent.	MPRC	The terms of reference are developed from the recommendations of the Prospectus Review or the Stage I report, and in consultation with the proponent. The terms of reference are directed to the site-specific design aspects of the preferred option and the remaining information gaps. They are of sufficient detail to provide for an objective assessment which will lead to a final decision. Headquarters to provide assistance if required.
24. Terms of reference reviewed and returned to MPRC Chairman with comments.	Proponent	Same as in Stage I (see Step #14)
25. Selection of Consultants	Proponent	If a Stage I report has been completed, it is presumed that the consultants would remain the same. Otherwise, see Step #15 for guidelines for selecting consultants.
26. The assessment is undertaken and the Stage II report is prepared.	Proponent	The proponent/consultants should maintain close contact with the MPRC as the assessment progresses.
27. Stage II report is submitted to the MPRC Chairman.	Proponent	The number of copies to be submitted can be obtained from the MPRC Chairman.
28. Stage II report reviewed.	MPRC	Approximately 30 days review time. The review period may be adjusted if necessary by the MPRC Chairman.
29. Stage II review comments are submitted to the Regional Office.	MPRC Chairman	The coordinated comments should include recommendations for a) tenure allowance subject to terms and conditions b) justification for disallowance as a result of approval-in-principle terms and conditions not being met.
30. Decision is made for tenure approval subject to terms and conditions or for disallowance.	Regional Office	Notification of decision and appeal procedures are the same as in Stage I (see Step #20).

		All appeals to be resolved before proceeding to a) disallowance, Step #31, b) approval, Step #32.
31. Project disallowed	Regional Office	Official letter includes justification. Proponent may appeal in accordance with procedures.
32. Tenure is approved	Regional Office	Subject to terms and conditions. Procedure is the same as in the Approved Projects Process.

Activity Chart for Major Review Process



D. REVIEWS AND RENEWALS

General

- The Regional Director will establish an annual schedule for reviews and renewals.

Reviews

- Reviews of rental rates will be undertaken as scheduled in the tenure document.

- A five year rental review period will be maintained.

Replacement Tenures

- After the annual renewal rental schedule has been established all leases or licence holders will be contacted to determine if they wish to replace any expiring tenures.

- The Regional Director will have a computer print-out of all log handling replacement tenures expected over the next 12 months distributed to agencies that may have an interest in these areas. The District Manager will determine on the basis of responses which renewals will require reviews. The onus will be on the agencies to document, with examples of specific problems, the reasons for a review.

- The review process for replacement tenures will be consistent with the intent of the Coastal Log handling Guidelines. The requirement for a new Prospectus is at the discretion of the District Manager after consultation with those agencies with an interest in the area. In most cases, new management conditions, where justified, canbe incorporated into the tenure document without repeating the entire prospectus referral and review process.

  If a Prospectus is required for replacement tenures, the District Manager will ensure that the proponent is notified and given sufficient lead time prior to the expiration of the existing tenure in order to prepare the Prospectus.

APPENDIX 1.0

ESTUARY, FORESHORE AND WATER LOG HANDLING AND TRANSPORTATION STUDY

Summary Report of

the Steering Committee

(Conclusions and Recommendations Only)

July, 1981

CONCLUSIONS

While detailed direction has not been forthcoming from the overall examination of log handling and transportation interrelationships, several consistent themes have emerged and these provide a strong basis for action:

1. The Committee recognizes many coastal shores and waters, particularly estuaries, as being highly productive for many species of plants and animals and essential to the life cycle and recreational fish species.

2. The Committee similarly recognizes the use of coastal shores and waters including some estuarine areas as being essential to the operation of the forest industry and supportive of its competitive position. The industry must continue to use these waters for its log handling and transportation activities.

3. Coastal shores and waters including estuaries provide essential wintering and staging habitat for numbers of waterfowl shore birds and migrants on the Pacific Flyway. In addition it provides important habitat for resident birds.

4. Southern coastal shores and waters receive heavy recreation use and demand for this use is increasing throughout the coast.

5. Estuaries and nearshore areas are rich and complex ecosystems which are susceptible to varying degrees of physical, chemical and biological alteration as a result of log handling activities.

6. Interactions between log handling activities and ecosystems, may or may not be significant on a regional scale, but can result in major ecological changes to specific sites. When activities are concentrated, or where environments have unique features or a high potential for other uses, log handling impacts are often perceived to be major and deserving of removal or mitigative action. When assessing the impacts in these cases, consideration must be given to the availability of alternatives and the relative costs and benefits associated with mitigative designs and operational practices.

7. Log handling and transportation technology has improved to the point where the degree of physical change to the environment is being substantially reduced.

8. Existing information indicates that the industry is not in a position to reduce its use of coastal waters. The projected demand for this use is growing. Hence there is a need for industry to continue to develop technologies and adjust operational procedures both on a site specific and coast wide, coordinated industry basis.

9. Prior to the use of the "Interim Guidelines for the Review and Processing of Coastal Log Handling Guidelines", the planning and review process for assessing the location and design of log handling facilities and operations was not clearly defined.

10. In the absence of coastal strategic plans, new facilities have been located or designed without adequate reference to all other uses and their interactions.

11. Existing biological data are inadequate to make fully informed decisions in all but the most well-defined cases of interactions. As a result, developments can be subject to restrictions in the absence of quantitative data.

12. The competition for use of the limited supply of readily accessible, biologically productive and recreationally attractive foreshore areas in coastal B.C. is clearly a growing concern. A cooperative and coordinated approach is essential to meet the interests of all coastal users.

13. More information is required to quantify the significance of fish habitat losses in estuaries and foreshores on the productivity of commercially and recreationally important fish species and stocks.

RECOMMENDATIONS

In response to these basis conclusions and to the more detailed conclusions and recommendations contained in the background reports, the Steering Committee recommends the following actions be taken by appropriate government agencies and the industry.

1. Government must undertake long range strategic planning for the coastal zone. This will involve:

   - the analysis of coastal lands, waters and other resources and the demand for these;
   - the analysis of alternative land and water uses and the management of related coastal resources; and
   - the evaluation of relative benefits of these alternatives to society.

   This planning context should be used as the basis for assessing the acceptability of current and proposed uses.

2. Decisions on the location, design and operation of a new log handling facility and, if warranted for the renewal of existing leases, should consider the following:

   - operational suitability;
   - direct financial feasibility of an operation;
   - biological and physical consequence, both positive and negative, of alternatives;
   - social (public) acceptability;
   - availability of reasonable alternatives;
   - equity (application of due process to alternative or competing uses);
   - aesthetics and recreation;
   - rehabilitation with reference to environmental conditions, use and duration;
   - regional as well as local considerations; and
   - possible compromises or trade-offs to achieve optimal overall results.

3. The forest industry should continue its current trend in the following operational areas:

   - to use dryland sorting techniques;
   - to bundle logs for transportation and storage;
   - to transport logs by bundle boom or barge;
   - to use deep water wherever possible for log handling and storage;
   - to avoid damage to sensitive estuarine and nearshore marine areas and shores;
   - to use controlled dumping systems; and
   - to contain and recover floating debris.

While all of these actions are consistent with trends already well underway in the industry, all segments of the industry must accept the need to develop and use new technology.

4. The forest industry should study the feasibility of a coordinated approach to log handling operations on a coast wide basis.

5. Programs should be developed and implemented to foster greater environmental awareness and improved practices at all levels of the forest industry and government. This should involve close cooperation between these groups and the public.

6. Government decision making with respect to coastal land and water uses and the management of resources should involve the public.

7. A comprehensive research program should be implemented to provide additional knowledge on the physical environment, biological productivity and relationships in shore zone and estuarine habitats and assess opportunities for restoration development of those habitats.

8. Biophysical research should seek to quantify and assess the significance of the impact of log handling activities on fish and wildlife habitats in shore zones and estuaries and the effect of these impacts on specific populations.

9. The Interim Guidelines for the Review and Processing of Coastal Log Handling Applications, should be finalized after revision on the basis of the foregoing recommendations, the background reports and any comments received from interested parties. Monitoring of the use of the guidelines should continue.

10. A Committee should now be formed to discuss and define specific follow-up actions, to recommend these to appropriate agencies for action and to monitor the implementation of these actions. The Committee should comprise representatives of the provincial Ministries of Lands, Parks and Housing; Forests; and Environment; the federal Departments of Fisheries and Oceans and of the Environment; the Council of Forest Industries; a representative of the academic community; and a representative of concerned public interest groups.

APPENDIX 2.0
LIST OF REFERENCE MATERIAL OF RELATED INTEREST

Environment and Land Use Committee Secretariat. Guidelines For Benefit-Cost Analysis. Victoria, B.C. 1977.

Environmental and Social Impact Compensation/Mitigation Guidelines. Victoria, B.C.. 1980.

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Estuary, Foreshore and Water Log Handling and Transportation Study. Summary Report of the Steering Committee, July, 1981.

Forest Engineering Research Institute of Canada. Report to COFI Subcommittee on Foreshore & Estuary Use: Evaluation and Economic Analysis of Twenty-Six Log-Sorting Operations on the Coast of British Columbia. Vancouver, Sinclair, A.W.J. 1980.

Forest Engineering Research Institute of Canada. Report to COFI Subcommittee on Foreshore and Estuary Use: Compilation and Summary of the Results of the COFI Questionnaires on Logging Use of Foreshore Leases on the Coast of British Columbia. Vancouver, McDonald, M. J., Sinclair, A. W. J. and Tse, P. P. 1980.

Juan de Fuca Environment Consultants. Recreation Components: British Columbia Estuary, Foreshore and Log Handling Study. Victoria. 1980.

Recreation Review Panel. "Recreation Component-Review Panel Summary". Victoria. 1980 (unpublished).

University of British Columbia, Westwater Research Centre. Salmon Protection and the British Columbia Coastal Forest Industry: Environmental Regulation as a Bargaining Process. Vancouver, Dorcey, Anthony, H. J., McPhee, Michael W. and Sydneysmith, Sam. 1980.

APPENDIX 3.0

MINISTRY OF LANDS, PARKS & HOUSING

POLICY #: 3.13

MANUAL: Central Ministry Services

SECTION: 3. Public Relations

SUBSECTION: 13. Public Involvement

APPROVED BY EXECUTIVE COMMITTEE

DATE: 81-08-04

SIGNED:

EFFECTIVE DATE OF POLICY: Immediate

PERSON ISSUING POLICY: Director, Public Relations

RELATIONSHIP TO PREVIOUS POLICY:

New Policy

STATEMENT OF POLICY:

The democratic system of government allows the general public to make its views known through the political system. While the system does provide an opportunity for views to be expressed both on a broad scale and on smaller day-to-day concerns, the administrative system needs to provide more opportunity for public input, particularly in relation to matters of local interest and concern.

While it is clearly not the function of the public servant to usurp the role of the politician in his relations with the public, nonetheless it has become evident that the public servant must recognise the views of an informed and educated public if he is to successfully implement his management responsibilities to government.

Successful management in the eighties will require explicit recognition of the usefulness of informed views and opinions of public groups and individuals to ensure our programs and activities are sensitive to public need.

To achieve meaningful public involvement, contact will be required between managers in the field and the general public they immediately serve, both individuals and special interest groups.

With this in mind, this paper is produced to provide guidelines for the ministry's managers in their relationship with the public.

OBJECTIVES:

The Executive Committee supports the general view that recognition of an informed public interest and opionion at the regional level will be of value in improving the quality of management decisions.

Much of this public involvement will be expressed by special interest groups but should also include any British Columbian who chooses to become involved.

Although management must remain accountable for its decisions, these decisions cannot exist in a vacuum of public misunderstanding. Therefore it is important that the public be kept informed, both before and after the decision to ensure that they have a proper understanding of why decisions have been made.

Not all decisions will be popular, which makes it even more important that the views of the public are elicited and understood in advance or as part of the decision making process.

Therefore, the primary objectives of the ministry's public involvement policy will be:

- to keep the public informed of our activities
- to elicit and understand the public's views
- to weigh the views of the public in the decision making process
- to inform the public of the reasons for decisions.

GUIDELINES:

Good communication is essential if a public involvement policy is to be effective.

The ministry must take the initiative in informing the public in advance when it has reason to believe that the public will want to express its views.

Staff should therefore maintain good contact on an informal and ongoing basis with special interest groups in order to gauge the extent of their views on particular matters. Although the views of special interest groups do not necessarily reflect the views of the general public, contact will provide some measure of determining how much public exposure is warranted.

A more direct means of determining public interest is of course the magnitude of mail received, the strength of lobby groups, and media coverage in the area.

Staff will undoubtedly be in the best position to determine the extent of public involvement required, and should take the initiative in recommending to the Executive Committee the extent and method of public involvement.

GUIDELINES: (CONTINUED)

Some of the methods of keeping the public informed are:

Means	Classification	Authorization
News Release	Public Information	Regional or Program Director
Fact Pamphlets	"	"
Displays	"	"
Advertising	"	"
Technical Papers	"	"
Store Front or Open House	"	"
Discussion Papers	Public Consultation	Executive Committee
Written Briefs	"	"
Public Meetings	"	"
Workshops	"	"
Advisory Committees	Decision participation	Minister
Task Groups	"	"
Joint Planning Teams	"	"

Whichever method is selected or recommended by staff the message should be easy to understand. Jargon should be avoided and technical information carefully explained. Where necessary the services of the ministry's advertising agency should be used to add clarity to the message. If the information is not understood by the general public, the attempt to communicate will be wasted.

One of the most difficult things to do is to choose a method adequate to deal with the issues from the public viewpoint and that also satisfies management preference for economy in time and funds. Experience is probably the only way ultimately to determine the level of involvement that is correct and adequate.

Usually one would begin with information and only move up the scale of greater commitment because this seems warranted by the extent of public opinion. Because of the cost and time involved, authority to move into a more active role will be carefully weighed by the Minister or the Executive Committee and should never be presumed, nor should the public be encouraged to seek such authority directly.

Public involvement programs take time, cost money and raise expectations. In general, the more serious and detailed the involvement, the more commitment we make to using the results. Indicated below is the degree of expectations committed:

METHOD	PURPOSE
News Release	You want the public to know about it.
Fact pamphlets, displays, advertising, technical papers	You want the public to understand and support the program.

METHOD	PURPOSE
Discussion papers, Written briefs, Public meetings	You are willing to consider altering plans and operations to accommodate the views expressed.
Workshops, Advisory Committees	You expect to implement most of the advice given.
Task Groups, Joint Planning Teams	You are fully committed to using the results.

Whilst the criteria for selecting or recommending the correct method will continue to remain a judgement call on the part of the director, some of the considerations in moving towards greater public involvement are outlined below:

Public Information

- the public has a need to know the facts
- level of public interest will indicate appropriate technique
- having the information available assists administration

Public Consultation

- Issues have minor impact, mainly a matter of public preference which can be accommodated by minor changes.
- Narrow range of options are involved.
- Small number of people are interested, generally focussed on special area of interest.
- Issues are urgent and must be dealt with expeditiously.
- Public is concerned but not demanding extensive involvement.
- Ministry has capacity to support a modest public involvement progtam.

Participation in decision making process:

- Issues have serious implications and trade-offs will be involved.
- Wide range of complex issues are involved.
- Many public and other government agency groups concerned with issues.
- Issues are important but there is time for planning.
- Public has expressed strong interest they want input.
- Ministry has capacity to support a complex public involvement program.

The Regional or Program Director will need to review the issues, the depth of public concern, the time constraints, the resources available, the input from organized groups and other government agencies to determine which method is appropriate, and should not hesitate to seek senior advice in arriving at a decision.